

AMENDED TO REFLECT CHANGE IN GRADE & TO EXTEND CLOSING DATE.

Applicants who have already applied need not reapply.

Merit Promotion

Mail Distribution: 2

Announcement Number: 00-SC-10-102A

Vacancy Announcement

Issue Date: 07/06/00

Closing Date: 07/21/00

U.S. Department of Energy

Who May Apply: Status Department of Energy Headquarters (HQ)

RELOCATION EXPENSES WILL NOT BE PAID

Employees Within the Washington, D.C.-Metro Commuting Area

POSITION: Program Analyst, GS-343-12

NUMBER OF POSITIONS: 1

SALARY RANGE*: \$60,890 - \$79,155 per annum

ORGANIZATION LOCATION: Office of Science, Office of Basic Energy Sciences

PROMOTION POTENTIAL: GS-13

GEOGRAPHIC LOCATION: Germantown, Maryland

BARGAINING UNIT POSITION: YES

SUPERVISOR/MANAGER: NO

* Salary includes Year 2000 9.05% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD). Newly-appointed supervisors/managers must serve a one-year probationary period.

DUTIES AND RESPONSIBILITIES: The incumbent performs a complex range of activities which includes reviewing, analyzing, and conducting studies aimed at developing ways to improve the accuracy, adequacy, timeliness, and validity of data and systems for dissemination of information about the Basic Energy Sciences (BES) programs. Provides input to budget, program objectives, goals and strategic plan, testimonies, and improved communications with the scientific community. Facilitates research and collaboration among the scientific community by communicating with management staff in the community on basic energy sciences issues and/or energy related scientific research. Develops schedules, goals, and objectives for short- and long-range implementation and administration of BES activities, and develops criteria for evaluating effectiveness of the activities. Acts as the BES/Department of Energy (DOE) representative on various reviews, site visits, and similar meetings of scientific experts. Monitors and informs management of patents, cradas, scientific publications, journals, R&D integration highlights and other areas impacting basic and applied research. Tracks and monitors projects potentially leading to new or improved products, services, and/or technologies. Ensures correct and accurate budget data by gathering data, providing budget changes, identifying potential conflicts, and recommending monthly financial plan change reports. Monitors programs to ensure levels of uncosted obligations are minimized. Collects, develops and analyzes information for the various annual budget submissions for the Office. Prepares routine and unexpected Questions and Answers to support activities and prepares issue papers. Collects and organizes data from DOE laboratories on their annual accomplishments, scientific publications and staffing. Monitors contractor performance, and works with contractor personnel to resolve conflicts/issues pertaining to resource allocation and use. Develops and designs databases for managing and making available various types of information for the Office. Coordinates response to action items, and based on reviews and evaluations of incoming request, initiates written response. In accordance with the Federal Advisory Committee Act (FACA) and General Services Administration (GSA) regulations, provides support to the Associate Director in determining the need for independent external advice through the Basic Energy Sciences Advisory Committee (BESAC) on complex scientific and technical issues in planning, management, or implementation areas of the BES program. Recommends seeking broad scientific opinion on various highly technical scientific topics. Serves as the BES authority on legislation, rules, and regulations pertaining to the legal operation of the Basic Energy Sciences Advisory Committee.

QUALIFICATION REQUIREMENTS:

SPECIALIZED EXPERIENCE: An applicant must possess one year of specialized experience directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. *Specialized experience is experience that demonstrates the applicant has reviewed, analyzed and conducted studies to improve program effectiveness; developed criteria for evaluating effectiveness of administrative activities; informed management of areas impacting program responsibility; managed allocated funds; ensured correct and accurate budget data; prepared issue papers; provided oversight for contractor activities; managed information requests; implemented FACA and GSA regulations; prepared briefing materials; and prepared reports and other documents related to program activities.* To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation. All qualifications and legal requirements, including time in grade, must be met within 30 calendar days of the closing date of this announcement.

RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Knowledge of the methods and procedures for the assessment and improvement of program effectiveness.
2. Knowledge of budget regulations, guidelines, and processes for monitoring obligations and managing allocated funds.
3. Knowledge of FACA and GSA regulations to serve as authority on legislation and rules pertaining to legal operations of the Basic Energy Sciences Advisory Committee.
4. Ability to select appropriate system software to manage and manipulate needed information and/or numeric data.
5. Ability to effectively communicate, both orally and in writing, with a variety of audiences.

The Department of Energy supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted only in designated smoking areas.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

OTHER ELIGIBILITY REQUIREMENTS: An appointee will be required to provide verification of U. S. citizenship and employment eligibility under the Immigration Reform and Control Act of 1986 (Public Law 99-603). If selected, a male applicant born after December 31, 1959, must confirm his selective service registration status.

PRIORITY SELECTION: DOE surplus and displaced competitive service employees duty stationed at Headquarters who apply and who are determined to be well-qualified may receive selection priority. A position may be filled within a given First-Tier organization by a non-surplus or non-displaced employee from that organization when there are no eligible surplus or displaced employees within that organization. When a position is to be filled from outside the Headquarters commuting area, or from outside the Department, eligible DOE employees from outside the commuting area, or displaced employees from other agencies, may receive selection priority, respectively. Former DOE Headquarters employees who are eligible for priority reemployment may also receive mandatory selection. **When applying, employees must include a copy of their Certificate of Expected Separation (or an authorized substitute), or specific Reduction-In-Force Separation Notice.** Selection priority is not offered in promotional circumstances. At the discretion of management, pay retention may be offered to DOE selectees.

WELL-QUALIFIED CANDIDATE: An eligible applicant must satisfy the following criteria: (1) meet OPM's basic qualification standards and eligibility requirements including experience, positive education (if applicable) and any selective placement factors; (2) meet one or more of the quality ranking factors (KSA's) stated on this announcement and; (3) is physically qualified with reasonable accommodations.

HOW TO APPLY: If vacancy is announced under both merit promotion and competitive procedures (Public Notice), all candidates who wish to be considered under both **MUST** submit two (2) applications--one under the Merit Promotion Announcement Number and one under the Public Notice Announcement Number. In addition, all status/nonstatus candidates who wish to be considered under one or more of the following **Special Employment Program(s)** – VRA (Individuals must be Vietnam era or post-Vietnam era veterans who have been discharged within the past 10 years. VRA covers only positions through Grade 11 and equivalent.); 30% disabled veteran; preference eligibles or veterans eligible under the Veterans Employment Opportunities Act of 1998 appointments -- **MUST** submit a separate completed application for each vacancy announcement and/or Special Employment Program under which you wish to receive consideration. Please **CLEARLY** indicate only one vacancy announcement number **AND**, if applicable, the Special Employment Program listed above, on each application submitted. Individuals claiming 5-point or 10-point veterans preference must submit a copy of their DD-214; those claiming 10-point preference must submit, in addition, an SF-15, "Claim for 10-point Veteran Preference," and the proofs stipulated therein.

For each announcement under which an application is made, in addition to any of the above, the following should be submitted: (1) a completed application or resume, and/or an Optional Form 612 (OF 612), "Optional Application for Federal Employment." Please refer to the attachment, "U.S. Department of Energy Headquarters Application Information Requirements," for the information that is required in your application package; (2) a completed DOE F 3200.2 "Supervisory Appraisal of Potential Performance," attached to this announcement, or an explanation of why one is not enclosed; (3) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; (4) if you are a current Federal employee OR if you have prior Federal service and are a reinstatement eligible, please submit a copy of your last SF-50, "Notification of Personnel Action," that documents your competitive status and tenure; and (5) a statement addressing each of the Ranking Factors as they relate to your knowledge, skills, and abilities. **Failure to submit the aforementioned items may result in your not receiving adequate consideration. Applications must be received or postmarked by the closing date.** Attached is DOE Form 1600.7, "Applicant Disability, Race/National Origin and Sex Identification" (may also be obtained on the DOE Web Site, listed below). This data is being collected to plan and evaluate the Department's recruitment of persons with disabilities, minorities and women, and to help ensure that our personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. Submission of this information is voluntary. Failure to provide this information will have no effect on the processing of your application for Federal employment, and individual personnel selections are not made based on this information. Applications submitted in response to this announcement become the property of the personnel office and are not returnable. Send application materials to U.S. Department of Energy, MA-352, Room F-125, 19901 Germantown Road, Germantown, MD 20874. **Complete copies of DOE Headquarters Vacancy Announcements may be accessed via the Internet at: www.hr.doe.gov/pers/doejobs.htm.** **TDD users may call (301) 903-0547 to obtain a copy of any DOE Headquarters vacancy announcement. For specific information about this vacancy announcement, you may contact a personnel representative at (301) 903-5661.** Vacancy announcements are not available at this telephone number.

SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE

Position: Program Analyst, GS-343-12

Applicant's Name: _____

(If this appraisal is submitted directly by the appraiser, the applicant, upon request, will be permitted to review and obtain a copy of it.)
DOE F 3200.2 (9-96)

U.S. Department of Energy Headquarters

Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

VACANCY INFORMATION

- # Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- # Full name, mailing address (with zip code) and day and evening phone numbers (with area code).
- # Social Security Number.
- # Country of citizenship. (Most Federal jobs require United States citizenship.)
- # Veterans' preference.
- # Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)
- # Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

- # High school name, city, and state (zip code if known).
 - C Date of diploma or General Equivalency Degree.
- # College or university name, city, and state (zip code if known).
 - C Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
 - C Send a copy of your college transcript only if it is requested on the vacancy announcement.

WORK EXPERIENCE

- # Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.
 - C Job title (include series and grade if Federal job).
 - C Duties and accomplishments.
 - C Employer's name and address.
 - C Supervisor's name and phone number.
 - C Starting and ending dates of employment (month and year).
 - C Hours worked per week.
 - C Salary.
- # Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS

- # **Job-related** training courses (title and year of each).
- # **Job-related** skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.
- # **Job-related** honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but **do not** send documents unless requested.)